



## NORTHERN CIRCLE INDIAN HOUSING AUTHORITY

March 20, 2020

Dear Northern Circle Communities,

In response to COVID-19 and the statewide Shelter in Place order Governor Newsom has issued on March 19, 2020, Northern Circle Indian Housing Authority (NCIHA) is taking the following precautionary measures to ensure the safety of all staff, tenants, and community members and to comply with the order. These measures will help us to safely provide **essential** services to our communities. Staff will be on Administrative Leave until further notice, with essential personnel identified for on-call/emergency issues.

ALL work orders are placed on hold. ALL inspections have been cancelled until further notice. Our office will be closed, the following staff will be available to address emergency issues:

**Housing Management:**

Elizabeth Elliott is available to process emergency assistance via email and can answer all occupancy questions.

[eelliott@nciha.org](mailto:eelliott@nciha.org)

(707) 972-1765 Cell

(707) 972-6061 Cell

Christine De Los Santos is available to process rental assistance and emergency assistance applications. She can answer questions in regards to these areas.

[Christine@nciha.org](mailto:Christine@nciha.org)

(707) 533-3844 Cell

**Maintenance (Mendocino County and Butte County):**

Robert Long, Maintenance Manager is the point of contact for emergency issues that affect the safety and/or health of tenants.

[rlong@nciha.org](mailto:rlong@nciha.org)

(707) 272-5349 Cell

694 Pinoleville Dr. Ukiah, CA 95482  
Phone: 707-468-1336 Fax: 707-468-5615

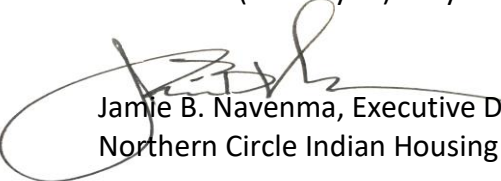
It is strongly recommended that the communities stay at home and self isolate for their own safety and the safety of their families, until the threat of COVID-19 has ceased. We need to protect our most vulnerable population, our elders, our children, and anyone with chronic health issues. We all have to be proactive in the prevention of the exposure and spread of this virus.

Based on the current information, health officials are recommending local communities take the same steps to protect against COVID-19 as taken to prevent the spread of everyday illness like the common cold or flu.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with no less than 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue and then discard. If a tissue is not available, use the inside of your elbow when you cough or sneeze.
- Clean and disinfect frequently touched objects and surfaces.

I will update information as it comes available. Please be safe, be patient and compassionate with others. We are all in this together and we will get through this together. You can contact me at (707) 272-4309 cell or [JNavenma@nciha.org](mailto:JNavenma@nciha.org) if you have any questions or if you need additional information.

Kwa'kwah (Thank you) for your cooperation during this vital time.



Jamie B. Navenma, Executive Director  
Northern Circle Indian Housing Authority

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